

**State of Illinois
Department of Central Management Services
Bureau of Personnel
Springfield, Illinois 62706**

Supplementary Examination Announcement

PUBLIC SERVICE ADMINISTRATOR - 37015

Monthly Salary Range: \$3116 - \$6820

Option 6D: Health Promotion/Disease Prevention

General duties:

A Public Service Administrator option 6D, under direction, develops and implements the highly technical planning, analysis and coordination of a public health education/promotion program designed for the prevention of injuries, illness and disease; develops prevention program interventions; utilizes public health research techniques to develop and to promote use of educational/promotional materials; serves as facilitator for Division management staff for initiatives supporting the Healthy People 2010 priorities.

Under general direction, develops, designs and conducts technical planning and analytical studies and research projects; compiles, coordinates, and analyzes public health data and research findings for implementation of policy development as related to a statewide surveillance program; supervises staff responsible for managing databases related to public health prevention and health promotion programs.

The requirements for a minimal passing grade are as follows:

Training and Experience: Requires possession of a Bachelor's degree in epidemiology, psychology, sociology, education, public health, health education, community health, environmental health and safety, social work, dietetics/nutrition or a related health field from an accredited university PLUS four years of professional experience in health promotion or disease prevention in a related health organization, such as an academic/research institution, hospital, local health agency, or a managed care organization. It is highly desirable that such professional experience provide:

- (1) knowledge of survey techniques and methods for health behavior inventories and needs assessments;
- (2) ability to establish programs and select specific interventions to improve health outcomes;
- (3) knowledge, skill and ability to plan and design effective health education/health promotion programs;
- (4) ability to develop program objectives and evaluation methods to measure the effectiveness of health promotion programs;
- (5) ability to implement health education/disease prevention programs utilizing a wide range of educational methods and techniques.

Tests and weights: Training and experience 100%.

Length of eligibility period: One year.

Counties in which positions are established: Cook, Sangamon.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.

YOU NEED NOT APPEAR AT A TEST CENTER FOR THIS EXAMINATION.

Send a completed (CMS 100) application to the Department of Central Management Services, Bureau of Personnel, Room 500, Stratton Office Building, Springfield, Illinois 62706. Your training and experience will be evaluated from your application.

-----**AN EQUAL OPPORTUNITY EMPLOYER**-----